

Please fill in all of the ***required** fields below, "Save As" to your PC, then include it as an attachment when you schedule a time to meet with the IT Supervisor who sent this form to you.

Project Description, Business Case & Cost Estimate

***Project Name:**

Salvage yard database development

***Project Description:**

- Enhancements to the SY db including changes to NOAV generation, Change 'COR' to 'Permit', and changes to enable automated 'Permit' generation

***Staffing:** *List program staff and other stakeholders dedicated to project development.*

Marc Roy and Shawn Donovan

***Describe the business need or problem this project would address:** *(What are the project objectives including ties to organizational strategic goals)*

Increase the efficiency of permit issuance by automation

***Opportunity Costs:** *Would NOT implementing the project result in penalties, lost federal funding or benefits, or higher future costs? Are there environmental risks from NOT doing this? Other risks?*

Not implementing these enhancements means the process will continue as a manual process.

***Proposed Solution:** *Include any model systems you are aware of that would satisfy the project's requirements (e.g., commercial software, applications developed by other states, federal)*

None that I am aware of; assuming existing db can be enhanced through advanced programming by current IT staff.

***Important Dates:** *Are there any important dates or due dates regarding the project completion or deliverables?*

July 1, 2015 desired "go live" date for issuing permits (most permits expire 6/30). May 1, 2015 – proposed date for testing of application.

Cost Estimate of Proposed Solution: *Consider staff, vendor, equipment, and long-term support costs*

n/a

LEAN Candidate? *Is the business process that this project supports a good candidate to go through the LEAN process before starting this IT project?*

no

Anticipated Benefits of Proposed Project

Questions to consider:

- How will this project help the program achieve its aims?
- How will the success of this project be measured?
- How will this project improve the efficiency or effectiveness of the program?

ANR IT Project Proposal Form

Information Technology Division

Agency of Natural Resources

- How will this project save money or other resources (e.g., dollars, time, or portion of FTE saved)?
- How will this project improve customer service to staff or the public?

Permits will go from individually prepared word documents over the course of two weeks (while juggling other priorities) to a matter of hours.

Available Program Resources

Funding: *Describe how much funding is available to support this project and for how long. Describe if funding will be available for long-term support.*

n/a